



Division Manager – Buildings and Grounds

Job Description

Department: Public Works
Position: Career Service
Starting Step: 53, Table 14
Supervisory: Yes
Reports to: Associate Director – Public Works

Summary

Under general direction of the Associate Director - Public Works, supervises, plans, coordinates, and directs the work of the Buildings and Grounds Division of Public Works.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of the division.
2. Make staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, safety awareness, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.
4. Supervise and correlate division involvement within the department, and with other County departments, volunteer groups, building tenants, suppliers, engineers, architects, contractors, and outside agencies.
5. Make maintenance and purchasing decisions for equipment, tools, and supplies within the division.
6. Assist in the preparation of the division budget and monitor and approve division purchase orders and expenditures.
7. Plan and coordinate preventive and regular maintenance of carpentry, electrical, mechanical, systems, landscaping, and grounds for all Utah County facilities.
8. Review data relating to the cost of building operations and replacement / maintenance of equipment.
9. Coordinate contract services for the maintenance of County facilities.
10. Oversee all aspects of public safety concerning County buildings, assigned employees, and hazardous materials.
11. Respond to questions and complaints from the public, outside agencies, and the County concerning the maintenance of County buildings and grounds.
12. Participate as a member of the Department Management Team and inform and advise team of project and tenant status.

For Office Use Only

Class Code: 2092

Class Title: Division Manager – Buildings and Grounds

FLSA: Exempt

Effective Date: 7/8/2017

Public Safety: No

Worker's Compensation: County

Background Level: II

Safety Sensitive: No

DOT: No

13. Maintain current knowledge of building maintenance techniques through professional collaboration, seminar attendance, publications, and other resources.
14. Assist in design and implementation of remodeling, construction, and capital outlay projects.
15. Supervise storage, availability, and disposal of surplus items and direct storage of maintenance materials for division and other County departments.

Knowledge, Skills, and Abilities

Knowledge of principles and practices of facilities operations, maintenance, and management
Knowledge of supervisory techniques, training methods, and personnel procedures
Knowledge of maintenance engineering and electrical, mechanical, HVAC systems
Knowledge of current construction principles, methods, and codes
Skilled in reading, writing, math, and interpersonal communication
Skilled in budget preparation
Skilled in interpreting diagrams, sketches, blueprints, and maps
Skilled in cost estimating
Skilled in analytical problem solving
Skilled in the use of various hand and power tools
Ability to communicate effectively verbally and in writing
Ability to maintain cooperative working relationships with those contacted in the course of work activities
Ability to remain poised in emergency situations

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. The role exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery, and hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. The noise level in the work environment is usually moderate to very noisy. This position requires the operation of a motor vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Equivalent to a bachelor's degree in Physical Plant Management or a related field
2. Six (6) years of work experience performing plant management activities including three (3) years in a supervisory capacity

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 day so employment
2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

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Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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